

OCCUPANTS EMERGENCY EVACUATION PLAN

**AGENCY: FARM LOAN PROGRAMS/ LOAN MAKING DIVISION
FARM SERVICE AGENCY
UNITED STATES DEPARTMENT OF AGRICULTURE**

**LOCATION: SUITE 240
THE PORTALS
1280 MARYLAND AVENUE, S. W.
Washington, D.C. 20024
GSA BUILDING NUMBER: 80570**

EMERGENCY PHONE NUMBERS & PROCEDURES FOR BOMB THREATS AND FIRE

- 1. Call Republic Properties Building Management (202) 863-4048, so they can activate the alarm to alert other tenants of the emergency.**
- 2. Call the Federal Protective Service (202) 708-1111. The Federal Protective Service Communications Center will contact outside agencies whose assistance is required during an emergency situation.**
- 3. Notify co-workers of the specific emergency, so they can evacuate the building and proceed to the designated assembly area.**

INTRODUCTION

This Occupant Evacuation Plan (OEP) provides guidance to coordinators, team members, administrative officers, and supervisors, to effect the safe evacuation of the FSA/LMD personnel in the Portals Building.

The OEP prescribes the initial actions to be taken in the event of an emergency (such as fire or bomb threat) to ensure correct and decisive reaction to the emergency.

The objectives of the OEP are:

- _ To provide quick, orderly, and safe evacuation of the building;**
- _ To maintain the impact of emergencies upon the safety and well-being of personnel; and**
- _ To protect government assets against loss or damage.**

Timely, decisive, pre-defined response by trained personnel will ensure that emergency situations will be dealt with quickly and effectively. By such response, injury to personnel and damage to facilities can be avoided or minimized. The best means of avoiding loss situations are to take adequate preventive actions.

The plan provides guidance for dealing with evacuation situations that may render LMD inoperative and unable to perform normal business. It includes notification lists and information for individuals who are responsible for executing required actions and appropriate personnel responsible for implementing the plan (e.g., designated officials, team leaders and members).

During all building evacuations, only emergency personnel or members of the Evacuation Team shall be admitted to the building at any entrance deemed necessary by those persons to carry out their emergency duties.

BUILDING INFORMATION SHEET

Building Name: Portals Building

- 1. Address: 1280 South Maryland Avenue SW, Washington, DC 20024**
- 2. Number of Floors: 8**
- 3. LMD Occupied Floor: 2**
- 4. Type of Construction: Concrete**
- 5. HUD Emergency Response Command Center for Portals Building: Suite 8000**

During building evacuations, only emergency personnel and members of the Emergency Response Team shall be admitted into the building. All entrances,

including the parking garage and loading dock, will be closed as soon as the evacuation is initiated.

6. Fire Alarm System and Signals:

All office, special use, and mechanical space in LMD offices in Portals is equipped with a zone fire alarm system. The alarm is a continuous buzzer and flashing lights.

Fire alarm pull boxes are located on each floor adjacent to the stairwell exit doors. Fire alarm pull boxes activate the building alarm system for that floor and automatically notify the D.C. Fire Department and the Federal Protective Service.

Evacuation of the Portals Building is selective by floor. Only floors where the alarm is sounding are evacuated. In the event the emergency requires evacuation of the entire building, alarms will sound simultaneously on all floors.

7. Sprinkler system

The Portals Building is equipped with a fire suppression sprinkler system, smoke detectors, and a zone fire alarm system. The fire alarm system is activated automatically when a smoke detector or sprinkler goes off or manually when a fire alarm pull box is activated

8. Emergency Lighting System:

Auxiliary lighting units in hallways, stairways, center office space, and rest rooms are activated during power failure. In the event of a major power failure, a determination to evacuate will be made within 30-45 minutes of the power failure.

LMD EVACUATION TEAM ROLES AND RESPONSIBILITIES

1. Floor Monitor: Charles Russell

Backup: Jonathan Howard

- a.** Assists the Designated Official. Maintains communication with Command Center during an emergency; provides progress reports on evacuation; notifies Command Center when floor is completely cleared.
- b.** Designates exact boundaries of floor areas and assigns responsibilities for these areas.
- c.** Makes necessary changes in floor organization with the approval of the Floor Team and Occupant Emergency Coordinators.
- d.** Directs orderly flow of persons during fire drills and emergencies along prescribed routes, including orderly exit from the building at the first floor or ground floor.
- e.** Ensures that all persons have vacated the floor.

2. Floor Team

a. Area Monitors: Clarence (Chuck) Ropp

Backup: Kenneth Hill

- (1) Notifies Floor Monitor when each area has been completely cleared.
- (2) Ensures that evacuation routes are clearly identified and made known to occupants.
- (3) Directs orderly flow of persons during drills and emergencies, along the prescribed evacuation routes.
- (4) Ensures that area is completely vacated, when required.
- (5) Ensures that doors are closed, lights are on, and electrical appliances are off during fire evacuations.
- (6) Ensures that doors are left open and lights are on during bomb threat evacuations.
- (7) Supervises Stairwell Monitors@ and Monitors for the Disabled@ (N/A for LMD at this time); maintains list of Disabled persons as needed, providing revisions to the Floor Monitor.@ **(List should include name, telephone extension, room number, and type of disability.)**

b. Stairwell Monitors: Mark Falcone

Backup: Jerry Moseman

- (1) Supports the Area Monitor.@
- (2) **If evacuating because of a bomb threat, searches stairwell.**
- (3) Controls movement of persons on stairways, keeping them in single file and moving steadily at a walking pace; instructs persons to grasp handrails.
- (4) Keeps door open to stairway until the area/wing is clear.
- (5) Restricts and monitors use of stairwells and escalators as necessary.
- (6) Assigns Monitors for the Disabled,@ *one per disabled person*, as needed.

c. Elevator Monitors: (N/A for LMD)

- (1) Assists Area Monitors,@ who report to the @Floor Monitor.@
- (2) If emergency personnel are arriving by elevator, meets them and directs them to the scene of the emergency.
- (3) Assists disabled persons from their workplace to the elevator, down, and out of the building. If elevator cannot be used, assists disabled persons to an area adjacent to the nearest safe stairway and get or await help.

d. Monitor for the Disabled: Each branch is responsible for their own colleagues. The Area Monitors@ and Supervisors/Team Leaders@ should be responsible for their workers. (N/A for LMD at this time)

- (1) Ensures that disabled personnel are evacuated.
- (2) Ensures that all disabled personnel in area are notified of the necessity to evacuate.
- (3) Ensures that all disabled personnel are evacuated to the stairwell.

- (4) Notifies the Area Monitor@ or Floor Monitor@ that the disabled personnel have been evacuated to the safe area (stairwell, unless otherwise designated).
- (5) Remains in the safe area with the disabled personnel.
- (6) Moves the disabled personnel to a different location if required. If help is needed, call the D. C. Fire Department using the telephone installed in the stairwell.

DISABLED EMPLOYEES IN SUITE 240

<u>Employee</u>	<u>Disability</u>	<u>Phone#</u>	<u>Partner</u>
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NONE AT THIS TIME

WHAT BUILDING OCCUPANTS SHOULD KNOW

All Occupants Shall:

1. Familiarize themselves with the locations of fire extinguisher and fire alarm manual stations. **(Refer to Attachment A - Floor Plan.) There is a fire alarm manual station right beside the door to Stairwell #3 located in the rear of the office, in the room occupied by Connie Holman, Mike Moore and Jonathan Howard. Turn right at Mike's desk and you will go directly to the stairwell door.. The next closest fire alarm manual station is to your left as you leave the front door to Suite 240 (in front of Corena Williams' desk), right between the door to the Mechanical Room and the door to Stairwell #3. There is a fire extinguisher in the back hallway inside Suite 240, across from Room 283 (T Butler). The next closest fire extinguisher is to your left as you leave the front door to Suite 240, beside the door to the Mechanical Room.**
2. Know the locations of the stairwell exits and evacuation assembly points. **Refer to:
Attachment A - Floor Plan
Attachment B - Fire and Bomb Threat Assembly Areas
Attachment C- Portals Assembly Points**
3. Recognize the sound of the fire alarm.
4. Know how to activate the fire alarm. The fire alarm may be activated by pulling down any manual pull stations. **(Fire alarm is located next to the door to Stairway #3-our designated stairway-in the rear of the office in the room occupied by Connie Holman, Mike Moore, and Jonathan Howard.**
5. Know who to call: **(Refer to Emergency Numbers on Front Page)**
6. Proceed directly to the stairwell exit whenever the fire alarm is heard. **STAY TO THE RIGHT OF THE STAIRWAY!!! Our Stairwell is #3 located in the rear of the office, in the room occupied by Connie Holman, Mike Moore, and Jonathan Howard.**

Turn right at Mike's desk and you will go directly to the stairwell door. IF THE ENTRANCE TO STAIRWELL #3 INSIDE SUITE 240 IS BLOCKED, proceed out the front door to Suite 240 (in front of Corena's desk) and turn left, then proceed to Stairwell #3 on your left. IF STAIRWELL #3 IS BLOCKED COMPLETELY, go out the door between Suite 240 and Suite 270 (beside Ken Hill's office), turn right, and proceed to Stairwell #2, located across from the restrooms. DO NOT USE THE ELEVATORS.

7. Proceed to your designated assembly sight on 13th Street. **(Refer to Attachments B and C).**
8. Remain Calm.
9. Know the members of your evacuation team and their assigned responsibilities. **(Refer to Page 2, Section 2)**
10. Participate in the practice emergency evacuation drills.
11. **DO NOT ATTEMPT TO REMOVE YOUR CAR FROM THE PARKING GARAGE OF THE BUILDING!!!!**

EXTERIOR ASSEMBLY AREA

1. All personnel will exit the nearest stairway to the exterior of the Portals Building. All personnel will then proceed to the Assembly Area (See Attachment B) by the previously rehearsed route. Personnel will unite with their appropriate group (according to floor) at the Assembly Area (See Attachment B)
2. At the Assembly Area, Team Leaders will conduct a 100% personnel accountability check and report the results to the Evacuation Team Leader or his assistant.
3. All personnel will remain at the Assembly Area until the Evacuation Team Leader gives an all clear signal or other directions.
4. When the all-clear signal is given, all personnel will return to the Portals Building via the most direct route.

FIRE ALARMS

IF YOUR EXIT ROUTE IS BLOCKED BY SMOKE:

6. Stay calm, crawl low **in smoke**. The air is easier to breathe near the floor.
7. If trapped in a room, close all the doors between you and the smoke. Seal the cracks around the doors and vents.
8. If possible, open windows slightly at the top and bottom to let fresh air enter.
9. Proceed to a window marked with an **X**, and **signal for the rescuers**. These windows are breakable and will allow the fire department personnel to rescue you

from the building. **ONLY THE FIRE DEPARTMENT PERSONNEL ARE TO BREAK THESE WINDOWS!!** If there is a phone in the room, give the fire department your exact location, even if they are at the scene. **(The X windows in our suite are located by Connie Holman's desk, in Jim Radintz's office, and in Cathy Quayle's office.)**

IF YOU DISCOVER FIRE:

You Should:

1. Sound the fire alarm, no matter how small the fire seems to be.
2. **Call EACH OF the Emergency Numbers. (Refer to Emergency Numbers on Front Page)**
3. Close all doors behind you, especially the door to the burning room.
4. Proceed directly to the exits. **DO NOT USE THE ELEVATORS.**
5. Go quickly and calmly to the ground floor and exit immediately. **STAY TO THE RIGHT OF THE STAIRWAY!!!**
6. Proceed to your designated assembly area. **(Refer to Attachment B)**
7. In all instances, follow the directions of fire and security personnel.
8. **DO NOT ATTEMPT TO REMOVE YOUR CAR FROM THE PARKING GARAGE OF THE BUILDING!!!!**

IF THERE IS FIRE OR SMOKE NEAR YOUR OFFICE:

You should:

1. Sound the fire alarm, no matter how small the fire seems to be.
2. Call each of the Emergency Numbers. (Refer to Emergency Numbers on Front Page) **Don't assume that anyone else has called them. If there is time, call D.C. Fire Department at (202) 342-6390 and repeat the same information.** Tell them the floor, room or suite number, street address, and any other things that can identify the affected area and what you have seen.
3. Before trying to leave the office, place your hand on the door, palm down. If the door feels warm to the touch within five (5) seconds, do not attempt to open as this indicates the presence of a dangerous fire condition in the corridor.

4. *If you feel that the corridor can be used, alert occupants of other areas on your floor and proceed to the closest exit stairs. Be sure to close your door and the stair door behind you. **DO NOT ATTEMPT TO USE THE ELEVATORS.***
5. *If your door is warm to the touch or there is heavy smoke in the corridor, keep the door closed. Seal cracks around the door and any other places where smoke appears to be entering with wet towels if possible.*
6. *If some smoke enters your office and you have windows which can be operated, open one slightly. In areas having windows which cannot be opened, merely drop to the floor and crawl to the nearest exit.*
7. *If you are not able to leave your area, drop to the floor and crawl to a window marked with an **X** and **signal the rescuers.** These windows are breakable and will allow the fire department personnel to rescue you from the building. **ONLY THE FIRE DEPARTMENT PERSONNEL ARE TO BREAK THESE WINDOWS!!** If there is a phone in the room, call the fire department and give your exact location, even if they are at the scene. **(The X windows in our suite are located near Connie Holman's desk, in Jim Radintz's office, and in Cathy Quayle's office.)***
8. **IN THE EVENT OF A FIRE, AVOID PANIC.**

BOMB THREATS

1. Call each of the Emergency Numbers. **(Refer to Emergency Numbers on Front Page)**
2. Record information about the person calling in the bomb threat on the Bomb Threat Form.®
3. Proceed directly to our designated exit. **Stairwell #3 located in the rear of the office, in the room occupied by Connie Holman, Mike Moore, and Jonathan Howard. Turn right at Mike's desk and you will go directly to the stairwell door. If this area is not accessible, use alternate escape routes as described above under WHAT OCCUPANTS SHOULD KNOW. DO NOT USE THE ELEVATORS.**
4. Go quickly and calmly to the ground floor and exit immediately. **STAY TO THE RIGHT OF THE STAIRWAY!!!**
5. Proceed to the Bomb Threat Assembly Site. **(Refer to Attachments B & C)**
6. In all instances, follow the directions of fire and security personnel.
7. **DO NOT ATTEMPT TO REMOVE YOUR CAR FROM THE PARKING GARAGE OF THE BUILDING!!!!**

PORTALS EVACUATION TEAM ROLES AND RESPONSIBILITIES

A. Landlord's Agents

Personnel designated as the Landlord's agents and responsible for inspecting the facility on a daily basis are:

Larry Traina , Chief Engineer
Ron Wilkerson - Assistant Chief Engineer

The engineers check the following on a daily basis:

1. Main fire alarm panel
2. Fire alarm enunciator panels
3. Dry pipe sprinkler room
4. Main electric room
5. Exit lights
6. Fire extinguishers

B. Hills Security Service

The watchman makes daily rounds on all stairway doors. He ensures that all doors are closed, locked and clear of any encumbrances. Doors are checked for proper panic bar operation.

C. Evacuation Team

The Evacuation Team controls all activities related to emergency and evacuation procedures in the Portals Building. Authorization to evacuate the building is the responsibility of the Designated Official (**Federal Protective Services Physical Security Specialist**).

The Northeast Lobby (**1250 ENTRANCE**) is the Evacuation Command Center location. Persons reporting to the Evacuation Command Center and their responsibilities are:

1. Designated Official (Federal Protective Services Physical Security Specialist)

- A. The Designated Official will be a Federal Protective Services Physical Security Specialist.
- B. Directs the development and implementation of the evacuation plan.
- C. Identifies and establishes working relationships with appropriate federal, state, and local agencies.
- D. Communicates status of action plan to Director of the Office of Administrative and Management Services and the Assistant Secretary for Administration.

2. Building Manager

Director of Property Services, Republic Properties
Telephone: (202) 202-863-0300

- A. Ensures that evacuation routes are clearly identified and posted on bulletin boards, corridor intersections, and office exits; and are known to occupants.
- B. Provides pertinent information about the building and its operations and

maintenance systems.

- C. Oversees HVAC, electrical, and computer center operations during evacuation emergencies.
- D. Works with the Floor Monitor.
- E. Directs the activation of the evacuation alarm systems.
- F. Makes recommendations for the use of facilities and equipment.
- G. Maintains emergency call list for utilities and hazardous substances contacts.